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## SERVICES

2001-2002

2002-2003

## ACCOUNTING &amp; FINANCIAL SERVICES (TT CODE 8310)

Provides full service budgeting, accounting, and related fiscal services to other state departments, boards, and commissions.

Information on costs available upon request.

Information on costs available upon request.

*For additional information, contact the Contracted Fiscal Services Section within the Office of Fiscal Services at (916) 376-5236 (CALNET 480-5236).*

## ACOUSTICAL CONSULTANTS

see: [Professional Services](#)

## ADDRESSING SERVICES

Complete addressing services includes creating, maintaining and updating mailing lists for all government agencies as well as providing CASS certification for address verification, standardization, and bar-coding for postal requirements and discounts.

Estimates and consultation available upon request.

Estimates and consultation available upon request.

*For additional information, contact the Addressing Services Unit within the Office of State Publishing at (916) 445-5386 or (800) 963-7860 or visit our website at [www.dgs.ca.gov/osp](http://www.dgs.ca.gov/osp).*

## ADMINISTRATIVE HEARINGS (TT CODE 5110, 5120, 5130)

The Office of Administrative Hearings provides the judicial process that decides appeals by individuals and businesses when a state agency withholds or terminates entitlement to a professional license. Administrative Law Judges conduct these quasi-judicial hearings under the Administrative Procedure Act (APA). Proceedings not covered under the APA are also heard. In addition, OAH provides mediation and/or arbitration services to parties who have a dispute that is the subject of an adjudicative proceeding under the APA. By statute, a Hearing Reporter makes verbatim records of the

proceedings and when called upon, prepares a verbatim transcript of the hearing.

Administrative Law Judge	\$150.00 per hour	\$160.00 per hour
Staff Counsel	\$60.00 per hour	\$60.00 per hour
Hearing Reporter	\$45.00 per hour	\$45.00 per hour
Transcript Rate	\$5.00 per page	\$5.00 per page
Filing Fee	\$60.00 per case	\$60.00 per case
Keyhea Filing Fee	\$126.00 per case	\$126.00 per case

*For additional information, contact the Office of Administrative Hearings at (916) 445-4926 (CALNET 485-4926).*

## ADMINISTRATIVE SERVICES

see: [Human Resources Services](#)

## ADVERTISING - CONTRACTS

see:

[Contract Advertising](#)

[Legal Advice Hourly Services](#)

## ADVERTISING IN STATE PUBLICATIONS

see: [Printing and Publishing Services](#)

## ALTERATIONS SERVICE

see: [Professional Services](#)

## ARCHITECTURE, ENGINEERING & CONSTRUCTION SERVICES

see:

[Professional Services](#)

[Regulation Services](#)

## ARCHITECTURAL GRAPHIC SERVICES

see: [Professional Services](#)

## ASSET PLANNING & ENHANCEMENT (TT CODE 2910)

**Asset Enhancement**

The Asset Planning and Enhancement Branch (AP&E) is available to help identify and assist in the enhancement of the value of state owned property prior to disposition.

Estimates  
available upon  
request.

Estimates  
available upon  
request.

**Economic Analysis**

The AP&E provides Economic Analysis for proposed capital projects. Includes cost estimates, debt service calculations, operations and maintenance costs, break-even points, cash flow requirements, financing alternatives and recommendations for developing capital projects.

Estimates  
available upon  
request.

Estimates  
available upon  
request.

**Facilities Planning Services/Office Building Planning and Analysis**

The AP&E provides professional planning services for the preparation of facility plans and related studies. Services include developing plans for future space and facility needs, employee forecasting, site selection studies, cost/benefit analysis to guide comparisons of facility lease/purchase, and related cost estimating for new or renovated facilities. The Branch also provides assistance in the preparation of the analysis needed to support BCP's or legislative proposals for office and other support facilities.

Estimates  
available upon  
request.

Estimates  
available upon  
request.

**Portfolio Management**

The AP&E coordinates Regional Planning as it relates to property utilization, studies of underutilized properties, identification of tenants for new state owned or leased facilities, and the inter-relationship among acquisition, leasing, and construction of facilities.

A rental surcharge of 0.43% in 2001/2002 and 0.47% in 2002/2003 will apply to leased consolidatable and DGS state-owned space for facilities and transportation planning services in lieu of the hourly rate.

*For additional information, contact the Customer Account Management Branch in the Real Estate Services Division at (916) 376-1800 (CALNET 480-1800).*

**AUCTION SERVICES**

see: [Automobile Sales](#)

## AUTOMOBILE PURCHASES (TT CODE 5680)

Contact Office of Fleet Administration, Equipment Coordinator, Inspection Services at (916) 327-2082 (CALNET 467-2082).

## AUTOMOBILE RENTAL (TT CODE 5640)

Short-Term (tripper) and Long-Term (monthly) rentals of passenger-type pool vehicles are available (see SAM Sec. 4182). Contact the nearest Office of Fleet Administration State Garage for rentals.

*For additional information, contact the Office of Fleet Administration, (916) 327-2085 (CALNET 467-2085) or visit the OFA web page at [www.ofa.dgs.ca.gov](http://www.ofa.dgs.ca.gov).*

### Short-Term (Tripper)

Sedan, Compact and Subcompact	\$17.00 per day + \$0.20 per mile	\$17.00 per day + \$0.20 per mile
Sedan, Intermediate	\$25.00 per day + \$0.20 per mile	\$25.00 per day + \$0.20 per mile
Pickup Trucks	\$35.00 per day + \$0.23 per mile	\$35.00 per day + \$0.23 per mile
Station Wagons	\$25.00 per day + \$0.20 per mile	\$25.00 per day + \$0.20 per mile
Passenger Vans, and Carryalls	\$30.00 per day + \$0.23 per mile	\$30.00 per day + \$0.23 per mile
Specialty Vehicles	Rates vary by type.	Rates vary by type.

### Long-Term (Monthly)

Sedan, Compact and Subcompact	\$245.00 per month + \$0.20 per mile	\$245.00 per month + \$0.20 per mile
-------------------------------	--------------------------------------------	--------------------------------------------

Sedan, Intermediate	\$275.00 per month + \$0.20 per mile	\$275.00 per month + \$0.20 per mile
Pickup Trucks	\$350.00 per month + \$0.23 per mile	\$350.00 per month + \$0.23 per mile
Station Wagons	\$318.00 per month + \$0.20 per mile	\$318.00 per month + \$0.20 per mile
Passenger Vans, and Carryalls	\$350.00 per month + \$0.23 per mile	\$350.00 per month + \$0.23 per mile
4-Wheel Drive	\$475.00 per month + \$0.23 per mile	\$475.00 per month + \$0.23 per mile
Office Vans Vehicles	\$375.00 per month + \$0.23 per mile	\$375.00 per month + \$0.23 per mile
Police Vehicles	\$375.00 per month + \$0.23 per mile	\$375.00 per month + \$0.23 per mile
Specialty Vehicles	Rates vary by type.	Rates vary by type.

## AUTOMOBILE SALES

Auction Sales (TT CODE 5690)	\$140.00 per vehicle	\$140.00 per vehicle
Vehicle Sales Preparation (TT CODE 5690)	\$140.00 per vehicle	\$140.00 per vehicle

*For additional information, contact the Office of Fleet Administration's headquarters office, (916) 327-2085, (CALNET 467-2085) or visit the OFA web page at [www.ofa.dgs.ca.gov](http://www.ofa.dgs.ca.gov).*

## AUTOMOTIVE INSPECTION SERVICE (TT CODE 5610)

A variety of services are provided in regard to equipment purchase, operations, maintenance and repair services. Liaison is maintained with dealers, repair shops and manufactures. Review and approval of vehicle purchases, new vehicle delivery, repair estimates and surveys are provided. Assistance is also provided in evaluating and development of special equipment designs and specification to meet customer needs. Other services provided include fuel credit cards and emergency roadside assistance. *A delegation fee to cover basic services including, but not limited to, fuel card, emergency roadside assistance, purchase reviews and other vendor services may be assessed to departments with delegated authority.*

\$95.00 per vehicle annually.

\$95.00 per vehicle annually.

\$50.00 per hour for special inspections.

\$50.00 per hour for special inspections.

Delegation fee rate to be determined.

Delegation fee rate to be determined.

*For additional information, contact the Office of Fleet Administration's Assistant Chief, Inspection Services at (916) 327-2083 (CALNET 467-2083).*

#### AUTOMOTIVE MAINTENANCE SERVICE (TT CODE 5670)

A variety of preventive maintenance services are provided, including repair and installation of replacement parts, which are available at the nearest Office of Fleet Administration State Garage.

Labor Mechanic

\$50.00 per hour

\$50.00 per hour

*For additional information, contact the Office of Fleet Administration's headquarters office at (916) 327-1884 (CALNET 437-1884).*

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## SERVICES

2001-2002

2002-2003

## BID PROTEST SERVICES (TT CODE 5830)

Resolution of protests on consulting service and services contracts using services of the Hearing Officer.

\$46.00 per hour

\$46.00 per hour

*For additional information, contact the Office of Legal Services at (916)376-5098 (CALNET 480-5098).*

## BUILDING &amp; PROPERTY MANAGEMENT (TT CODE 3350)

FULL SERVICE: Property management, heating, ventilating, air conditioning, general maintenance, electrical, painting, carpentry, plumbing, locksmithing and operation services including; janitorial services, grounds maintenance, environmental health and safety, industrial hygiene investigations, pest abatement, security, fire and life safety, utilities, elevator services and window cleaning.

A portion of the standard rental rate covers the cost for this level of service.

A portion of the standard rental rate covers the cost for this level of service.

For (1) special services to tenants, such as alterations, which are above or beyond normal maintenance, and for (2) service to buildings where costs are not recovered through rent, the following rate schedule will apply:

Estimates available upon request.

Estimates available upon request.

## Hourly Rates:

Associate Governmental Program Analyst

\$55.95 per hour

\$57.05 per hour

Associate Industrial Hygienist

\$55.95 per hour

\$57.05 per hour

Associate Information Systems Analyst

\$55.95 per hour

\$57.05 per hour

Associate Personnel Analyst

\$55.95 per hour

\$57.05 per hour

Building Maintenance Worker

\$38.05 per hour

\$38.80 per hour

Building Manager I

\$60.35 per hour

\$61.65 per hour

Building Manager II

\$62.05 per hour

\$63.30 per hour

Building Manager III

\$69.00 per hour

\$70.40 per hour

Building Manager V

\$75.20 per hour

\$76.70 per hour

Carpenter I	\$44.10 per hour	\$45.00 per hour
Carpenter II	\$46.35 per hour	\$47.25 per hour
Carpenter Supervisor	\$48.55 per hour	\$49.50 per hour
Chief Engineer I	\$59.80 per hour	\$61.00 per hour
Chief Engineer II	\$62.80 per hour	\$64.05 per hour
Clerical Support	\$32.15 per hour	\$32.80 per hour
Electrician I	\$45.90 per hour	\$46.80 per hour
Electrician II	\$47.05 per hour	\$48.00 per hour
Electrician Supervisor	\$50.90 per hour	\$51.90 per hour
Electronic Technician	\$42.65 per hour	\$43.50 per hour
Electronic Technician Supervisor	\$47.55 per hour	\$48.50 per hour
Groundskeeper	\$32.85 per hour	\$33.50 per hour
Janitor Supervisor I	\$28.80 per hour	\$29.35 per hour
Janitor Supervisor II	\$31.60 per hour	\$32.25 per hour
Janitor Supervisor III	\$34.80 per hour	\$35.50 per hour
Janitorial	\$27.45 per hour	\$28.00 per hour
Laborer	\$31.85 per hour	\$32.50 per hour
Lead Groundskeeper	\$36.05 per hour	\$36.75 per hour
Legislative Help	\$26.15 per hour	\$26.65 per hour
Locksmith I	\$44.15 per hour	\$45.05 per hour
Maintenance Mechanic	\$45.75 per hour	\$46.65 per hour
Painter I	\$43.75 per hour	\$44.60 per hour
Painter II	\$48.65 per hour	\$49.60 per hour
Painter Supervisor	\$48.65 per hour	\$49.60 per hour
Plumber I	\$45.90 per hour	\$46.80 per hour



Restoration Work Specialist	\$47.50 per hour	\$48.45 per hour
Service Asst- Maintenance	\$29.00 per hour	\$30.30 per hour
Staff Information Systems Analyst	\$66.65 per hour	\$68.00 per hour
Staff Services Analyst - General	\$43.55 per hour	\$44.40 per hour
Stationary Engineer	\$53.70 per hour	\$54.75 per hour
Stationary Engineer Apprentice	\$39.20 per hour	\$40.00 per hour
Supervising Groundskeeper I	\$39.70 per hour	\$40.50 per hour
Supervising Groundskeeper II	\$42.95 per hour	\$43.80 per hour
Supervisor of Building Trades	\$53.10 per hour	\$54.15 per hour
Tree Maintenance Worker	\$38.20 per hour	\$38.95 per hour
Truck Driver	\$36.80 per hour	\$37.55 per hour
Warehouse Worker	\$34.50 per hour	\$35.20 per hour
Window Cleaner	\$35.95 per hour	\$36.65 per hour

*For additional information regarding building maintenance, contact the Customer Account Management Branch within the Real Estate Services Division at (916) 376-1800 (CALNET 480-1800).*

## BUILDING MANAGEMENT

see: [Building & Property Management](#)

## BUILDING PLANNING AND DESIGN

see: [Professional Services](#)

## BUSINESS CARDS

see: [Printing and Publishing Services](#)

## BUSINESS EQUIPMENT MANAGEMENT

The Business Equipment Management Section manages the Department of General Services' Copier Program, and provides consulting services to agencies on the acquisition of copiers, and duplicating equipment.

Estimates and consultation available upon request.

Estimates and consultation available upon request.

Per copy charge \* (TT CODE 6107)

\$0.0015 per copy

\$0.0015 per copy

Per copy charge - DGS (TT CODE 6106)

\$0.0027 per copy

\$0.0027 per copy

Consulting (TT CODE 6105)

\$58.00 per hour

\$58.00 per hour

*\* Assessed against copiers purchased or leased.*

*For additional information, contact the Procurement Division at (916) 375-4553.*

## BUSINESS FORMS AND STATIONERY

see: [Printing and Publishing Services](#)

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## SERVICES

2001-2002

2002-2003

## CAPITAL PROJECT DELIVERY

see: [Project Management](#)

## CARDIOPULMONARY RESUSCITATION (CPR) TRAINING

see: [Risk and Insurance Management: First Aid-CPR Training](#)

## CARPENTER

see: [Building & Property Management](#)

## CARPET, RUG AND UPHOLSTERY CLEANERS

see: [Building & Property Management](#)

## CARPET STANDARDS

see: [Professional Services](#)

## CD-ROM PUBLISHING SERVICES

Full service multi-media publishing on the Internet, CD-ROM and disk.

*For additional information, contact the Office of State Publishing at (916) 445-5386 or 800-963-7860.*

Estimates and consultation available upon request.

Estimates and consultation available upon request.

## CIVIL ENGINEERING

see: [Professional Services](#)

## CLAIMS MANAGEMENT

see: [Project Management](#)

## COMMUNICATIONS: ENGINEERING CONSULTANTS

see: [Telecommunications Division](#)

## COMPUTER RECYCLING

see: [Office Machine Repair Service](#)

## COMPUTER REPAIR SERVICES

see: [Office Machine Repair Service](#)

## COMPUTER TRAINING

see: [Learning Institute](#)

## COMPUTER UPGRADES

see: [Office Machine Repair Service](#)

## CONSTRUCTION SERVICES

see: [Professional Services](#)

## CONTRACT ADVERTISING

The Procurement Division (PD) publishes state contracting opportunities daily on the Internet California State Contracts Register (CSCR). State law requires agencies to advertise their construction and service contracting opportunities of \$5,000 or more and commodity contracts over \$25,000 in the CSCR. Commodity contracts are permissive. Advertising exemptions may be requested based upon legal exemption criteria. CSCR services are available to local government and special districts.

### STATE CONTRACTS REGISTER (TT CODE 6510)

Request for Electronic Advertising (0 - 2 week period)	\$30.00 each	\$30.00 each
Request for Electronic Advertising (2 - 4 week period)	\$35.00 each	\$35.00 each
Request for Electronic Advertising (4 - 6 week period)	\$40.00 each	\$40.00 each
Request for Electronic Advertising (6 - 8 week period)	\$45.00 each	\$45.00 each
Request for Electronic Advertising (9 - 13 week period)	\$50.00 each	\$50.00 each

Request for Publishing Changes	\$40.00 add'l	\$40.00 add'l
Request for Electronic Advertising (Quarterly Ads)	\$50.00 each	\$50.00 each
Request for Advertising (STD. Form 815)	\$40.00 add'l	\$40.00 add'l
Request for Advertising Exemption (STD. Form 821)	\$50.00 each	\$50.00 each
Electronic Bid Package - DGS Maintained *	\$60.00 per contract	\$60.00 per contract
Electronic Bid Package - Addenda **	\$20.00 per contract	\$20.00 per contract

\* The electronic bid package transfer will allow agencies to electronically distribute bid package instructions to bidders from the Internet CSCR.

\*\* A \$20.00 addenda rate will be charged if revisions are subsequently made to a bid package.

*For additional information, contact the Procurement Divisions at (916) 375-4582.*

## CONTRACT BID PROTEST SERVICES

see: [Bid Protest Services](#)

## CONTRACTING SERVICES

see:  
[Project Management](#)  
[Professional Services](#)

## CONTRACTS AND OTHER DOCUMENTS

Services include:

### A. Contract review - (TT CODE 5810)

Includes:

- |                                                                |               |               |
|----------------------------------------------------------------|---------------|---------------|
| 1. Assistance and advice for preparing effective bid packages. | \$130.00 each | \$135.00 each |
| 2. Evaluation of contracts for legal sufficiency.              | \$130.00 each | \$135.00 each |

3. Advice for insuring compliance with state policy, and securing approval of the Department of General Services.	\$130.00 each	\$135.00 each
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4. Advice on contracting issues.

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |         |         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|---------|
| B. Extraordinary Contract Review. - (TT CODE 5810)<br>Contract review which involves complex legal or factual issues may be subject to additional hourly charges. A determination will be made at the OLS Assistant Chief Counsel level whether charges are applied. It will be presumed any contract requiring two hours or more of staff time will be assessed such a charge. Contact the Office of Legal Services at (916) 376-5098 (CALNET 480-5098). | Various | Various |
| C. Training on contract issues - (TT CODE 5801)<br>Call Office of Legal Services at (916) 376-5098, for course catalog -- specialized training is available and can be developed to suit your agency's needs.                                                                                                                                                                                                                                             |         |         |

*For additional information, contact the Office of Legal Services at (916) 376-5098 (CALNET 480-5098).*

## COST ESTIMATING

see:

[Project Management](#)

[Professional Services](#)

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## SERVICES

2001-2002

2002-2003

## DEFENSIVE DRIVER TRAINING PROGRAM

see: [Risk and Insurance Management](#)

## DESKTOP PUBLISHING SERVICES

see: [Printing and Publishing Services](#)

## DESTRUCTION OF CONFIDENTIAL RECORDS

see: [Information and Records Management Services](#)

## DELIVERY SERVICE

see: [Mail Services](#)

## DISASTER INVESTIGATION &amp; EMERGENCY CONSTRUCTION

see: [Professional Services](#)

## DRAFTING SERVICES

see: [Professional Services](#)

## DUPLICATING SERVICE

see: [Printing and Publishing Services](#)

## EASEMENTS

see: [Professional Services](#)

## ECONOMIC ANALYSIS

see: [Asset Planning and Enhancement](#)

## ELECTRICAL ENGINEERING

see: [Professional Services](#)

## ELEVATORS AND ESCALATORS

see: [Professional Services](#)

## ENERGY Management (TT Code 3110)

**Energy Consulting** Available services include energy project development and funding, energy management consulting, building energy analysis, training and speaker's bureau on energy-related topics, and energy auditing.

### **Natural Gas Supplies & Services**

Reliable natural gas service is available for public sector facilities at prices significantly below what the utility companies charge. This is the largest public sector joint purchasing program and obtains competitive bids from private sector gas suppliers. All necessary purchasing and transportation services are provided, as well as valuable information and CPUC representation services. Program costs to public sector members are only 10% - 20% of facility savings, measured against the other available utility gas prices.

### **Electric Power Supply and Services**

Electric power services are available for public sector facilities at prices that are competitive to the market. This program will focus on three essential elements of providing value to its customers: reliability, responsive service, and low cost. Benefits provided by the program will include competitively priced power supply, flexible and comprehensive billing, scheduling coordination of power delivery, meter data Management services, customer advocacy, customer information services, and administrative assistance with contractual matters.

*For additional information, contact Energy Management at (916) 323-8777.*

## ENGINEERS

see:

[Professional Services](#)

[Building & Property Management](#)

[Telecommunications Division](#)

## ENVELOPES



see: [Printing and Publishing Services: Business Forms and Stationery](#)

## ENVIRONMENTAL PLANNING SERVICES

see: [Professional Services](#)

## EQUIPMENT REPAIR SERVICES

see: [Office Machine Repair Service](#)

## FACILITIES PLANNING SERVICES/OFFICE BUILDING PLANNING & ANALYSIS

see:  
[Asset Planning and Enhancement](#)  
[Project Management](#)

## FARM MACHINERY - REPAIR AND SERVICE

*For information, contact the Office of Fleet Administration at (916) 327-2082 (CALNET 467-2082).*

## FIRST AID TRAINING

see: [Risk and Insurance Management: First Aid - CPR Training](#)

## FORMS MANAGEMENT

The Forms Management Center (FMC) offers the following products and services to state agencies:

State standard forms (STD) in paper, electronic, and automated formats.

Training classes: 1) Forms Management, 2) Forms Analysis and Design, 3) Introduction to electronic forms.

Forms design services to state agencies.

*For additional information, visit the FMC website at [www.dgs.ca.gov/osp](http://www.dgs.ca.gov/osp) or contact at the Office of State Publishing (916) 324-9697 (CALNET 454-9697).*

Estimates and consultation available upon request.

Estimates and consultation available upon request.

## FREIGHT BILL AUDITS

see: [Purchasing - Transportation Management](#)

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## SERVICES

2001-2002

2002-2003

## GARDENERS

see: [Building & Property Management](#)

## GENERAL SERVICES CHARGE CARDS

Charge cards are obtained by submitting a Form OFA 58, Request for a General Services Charge Card, to the Office of Fleet Administration Headquarters, 802 "Q" Street, Sacramento, CA 95814.

Generally, no charge will be made.

Generally, no charge will be made.

*For additional information, contact the Office of Fleet Administration at (916) 327-2086(CALNET 467-2086).*

## GRAPHIC ARTS SERVICES

see:

[Printing and Publishing Services](#) ([www.dgs.ca.gov/osp](http://www.dgs.ca.gov/osp))  
[Professional Services](#)

## HANDICAP COMPLIANCE REVIEW

see:

[Regulation Services](#)  
[Professional Services](#)

## HEARING OFFICER SERVICES

Resolution of protests pursuant to PCC 10343 and 10376 on consulting service and services contracts using services of the Hearing Officer. Special arrangements can be made for hearing officer to hear and decide other types of protests and other contract related matters.

\$46.00 per hour

\$46.00 per hour

*For additional information, contact the Office of Legal Services at (916) 376-5098 (CALNET 480-5098).*

## HUMAN RESOURCES SERVICES (TT CODE 8210)

Provides a full range of human resources services to various boards and commissions on a reimbursable basis. The services include: position classification, recruitment, examining, salary administration, payroll documentation, grievance handling, workers' compensation consulting, labor relations consulting, and performance consultation. These services are especially helpful to newly established boards and commissions.

#### Hourly Rates:

Word Processing Technician	\$41.60 per hour	\$44.30 per hour
Personnel Services Specialist I	\$48.60 per hour	\$51.00 per hour
Personnel Services Specialist II	\$50.00 per hour	\$54.40 per hour
Personnel Services Supervisor I	\$50.00 per hour	\$54.40 per hour
Personnel Services Supervisor II	\$52.00 per hour	\$55.20 per hour
Associate Personnel Analyst	\$60.80 per hour	\$64.00 per hour
Career Supervisory Assignment III	\$66.50 per hour	\$69.40 per hour

*For additional information, contact the Office of Human Resources at (916) 376-5412 (CALNET 480-5412).*

#### INFORMATION & RECORDS MANAGEMENT SERVICES

1. Evaluate microfilm/optical disk applications and review government-wide purchase of document imaging equipment. \$0.28 per cu. ft./year of all records owned by an agency. \$0.36 per cu. ft./year of all records owned by an agency.
2. Review agencies' records management programs and provide consultation and training in records programs.
3. Records management consultants will be available through Master Service Agreements (MSA). MSA provides for evaluation of records management programs by pre-qualified contractors. State agencies, cities, counties, special districts, and public education institutions may use this contract.

*For additional information, contact the Procurement Division at (916) 375-4398.*

**Records Center Services (TT CODE 6240)**

Operate records centers for the economical storage of records which must be retained, but which need not be kept in high cost office areas.

Provide vault facilities for the permanent storage of the state's vital or essential records in case of a disaster (microfilm copies only).

1. <b>Storage of Records in Records Centers</b> The basic annual service charge, per cubic foot per year, covers storage and all services at the Records Center.	\$3.50 per cu. ft. per year	\$3.50 per cu. ft. per year
2. <b>Surcharge for Long-Term Records</b> In addition to the billing rates, a surcharge will be placed on all records stored in records centers 20 years and beyond. The charge is based on the rationale that records centers are not designed to offer permanent storage. This responsibility rests with the State Archives, Office of the Secretary of State. Agencies having long term records should plan to (a) reduce retention periods, (b) microfilm files, or (c) transfer records to the State Archives.	\$1.00 per cu. ft. per year	\$1.00 per cu. ft. per year
3. <b>Offsite Storage of Essential Records</b> This annual service charge covers delivery, storage, and retrieval of essential records, which are maintained in a controlled environment.	\$28.80 per cu. ft. per year	\$28.80 per cu. ft. per year

**Destruction Center Services (TT CODE 6241)**

1. <b>Destruction of Confidential Records</b> This service charge covers the cost of shredding confidential paper documents by state personnel.	\$0.075 per pound	\$0.075 per pound
2. <b>Destruction of Confidential Plastics</b> Destruction of microfilm, microfiche, cassette tapes, computer tapes and other like materials.	\$0.30 per pound	\$0.30 per pound

*For additional information, contact the Procurement Division at (916) 375-6760.*

**INSURANCE**

see: [Risk and Insurance Management](#)

## INTERAGENCY MAIL & MESSENGER SERVICES

see: [Mail Services](#)

## INTERNET SERVICES

Home page design and maintenance, on-line publication preparation and delivery, data collection services, information and digital publication storage, on-line document and information transfer.

Estimates and consultation available upon request.

Estimates and consultation available upon request.

*For additional information, contact the Office of State Publishing at (916) 445-5386 (CALNET 485-5386) or visit our website at [www.dgs.ca.gov/osp](http://www.dgs.ca.gov/osp).*

## INTERIOR DESIGN CONSULTING SERVICES

see: [Professional Services](#)

## JANITORIAL SERVICES

see: [Building & Property Management](#)

[A](#) | [B](#) | [C](#) | [D-E-F](#) | [G-H-I-J](#) | [L-M-N-O](#) | [P](#) | [R](#) | [S](#) | [T](#) | [U-V-W](#)

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## SERVICES

2001-2002

2002-2003

## LABORATORY BUILDING PROGRAM

see: [Project Management](#)

## LAND ACQUISITION

see: [Professional Services](#)

## LAND INDEX

see: [Professional Services](#)

## LAND SALES

see: [Professional Services](#)

## LANDSCAPE ARCHITECTURE

see: [Professional Services](#)

## LEASING

Automobile - see [Automobile Rental](#)

Office and Warehouse Space - see [Professional Services](#)

## LEGAL ADVICE HOURLY SERVICES (TT CODE 5820)

Legal services to the Department of General Services, the Department of Finance, and various boards and commissions, which includes giving legal advice on new and ongoing programs; the advocacy of the department's position in a wide variety of situations; the issuing of opinions, and the drafting and reviewing of legal documents. Also, bid protest matters or specifically contracted arrangements with the state agencies. For other services, see Bid Protest Services and Contracts and Other Documents.

\$130.00 per hour

\$135.00 per hour

*For additional information, contact the Office of Legal Services at (916) 376-5098 (CALNET 480-5098).*

## LEGAL SERVICES

see: [Legal Advice Hourly Services](#)

## LEGISLATIVE CODES

see: [Publications Sales](#)

## LOCKSMITH SERVICES

see: [Building & Property Management](#)

## MACHINE REPAIR

see: [Office Machine Repair Service](#)

## MAIL SERVICES

### **Mail Services**

Provides complete mailing services, including custom labeling, pressure sensitive or paper labels, CASS certification and bar-coding of documents. Mail Merge is also available. Service includes handling of all incoming and outgoing U.S. Mail, UPS and related mail services that include:

1. First Class, presorted
2. Standard Mail
3. Special handling
4. Consolidation
5. UPS

Estimates and consultation available upon request.

Estimates and consultation available upon request.

*For additional information, contact the Office of State Publishing at (916) 445-5386 or 800-963-7860*

### **Interagency Mail and Messenger Services**

Service includes pickup and delivery of mail for state offices only within the greater Sacramento area.

Estimates and consultation available upon request.

Estimates and consultation available upon request.

*For additional information, contact the Office of State Publishing at (916) 327-5203 (CALNET 467-5203).*



**Shipping and Receiving Services**

Service consists of receiving, inspecting and preparing required documents for incoming freight as well as making all necessary arrangements for out-going freight shipments. Multiple drop shipping to various locations.

Estimates and consultation available upon request.

Estimates and consultation available upon request.

*For additional information, contact the Office of State Publishing at (916) 322-1010 (CALNET 492-1010).*

**MESSENGER SERVICES**

see: [Interagency Mail and Messenger Services](#)

**MOVING STATE AND HOUSEHOLD GOODS (TT CODE 6213)**

For assistance and information concerning the transportation of state-owned goods, or employee and office moves, call the Procurement Division (916) 928-5842

Estimates available upon request.

Estimates available upon request.

see: [Purchasing - Transportation Management](#)

**MULTI-MEDIA SERVICES**

Presentations and applications for Internet, Intranets, or on CD-ROM.

Estimates available upon request.

Estimates available upon request.

see:

[Internet Services](#)

[CD-ROM Publishing Services](#)

*For additional information, contact the Office of State Publishing at (916) 445-5386 (CALNET 485-5386) or visit the OSP website at [www.dgs.ca.gov/osp](http://www.dgs.ca.gov/osp).*

**NATURAL GAS PROCUREMENT**

see: [Energy Management](#)

**OFFICE AND WAREHOUSE SPACE**

see: [Professional Services](#)

**OFFICE BUILDINGS - ALTERATION SERVICES**

see: [Professional Services](#)

OFFICE BUILDING PLANNING & ANALYSIS/FACILITIES PLANNING SERVICES

see: [Asset Planning and Enhancement](#)

OFFICE EQUIPMENT REPAIR SERVICES

see: [Office Machine Repair Service](#)

OFFICE FURNITURE AND MACHINES

see:  
[Property Reutilization Services](#)  
[Purchasing](#)

OFFICE MACHINE REPAIR SERVICE (TT CODE 6140)

Office Machine Repair-IT Service (OMRS) offers expert repair and maintenance of state-owned and local agency-owned office equipment which includes personal computers, data printers, local area networks (LANs), facsimile (fax), word processors, typewriters, calculators and dictation equipment. OMRS also provides upgrades on computers allowing you to use the latest software. OMRS has shops and sub-shops located throughout California to better meet your service needs.

For service, call:

Northern California (916) 227-2309 (CALNET 498-2309)  
Southern California (714) 449-5951 (CALNET 666-5951)

Time & Material Hourly Rate	\$75.00 per hour	\$75.00 per hour
Annual Contract Rate (parts included)	Negotiated Rate	Negotiated Rate

Contact Procurement Divison for rate information at (916) 323-3237 (CALNET 473-3237)

**Facsimile (FAX) machines**

\$75.00 per hour

\$75.00 per hour

Service is available on FAX machines on yearly maintenance contracts or on a time and material basis. Annual maintenance costs will vary according to model and type of FAX equipment. Contact Area Supervisor for additional information.

*For additional information, contact the Procurement Division's Office Machine Repair Service at (916) 323-3237 (CALNET 473-3237).*

**ON-LINE PUBLISHING SERVICES**

see: [Printing and Publishing Services](#)

[A](#) | [B](#) | [C](#) | [D-E-F](#) | [G-H-I-J](#) | [L-M-N-O](#) | [P](#) | [R](#) | [S](#) | [T](#) | [U-V-W](#)

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## SERVICES

2001-2002

2002-2003

## PAINTING

see: [Building & Property Management](#)

## PARKING - DEVELOPMENT AND FEASIBILITY STUDIES

see:

[Asset Planning & Enhancement](#)

[Project Management](#)

## PARKING - SPACE RENTAL (TT CODE 5660)

The Office of Fleet Administration administers state vehicle and employee parking in major urban areas.

*For additional information, contact the Office of Fleet Administration's Employee Parking Unit at (916) 327-2102 (CALNET 467-2102).*

## PERSONNEL - CONTRACTED SERVICES

see: [Human Resources Services](#)

## PLUMBING SERVICES

see: [Building & Property Management](#)

## POLICE SERVICES

Effective July 1, 1995, responsibility for police service for the protection of state employees and property, and visitors on state property was transferred to the California Highway Patrol (CHP).

*For additional information, contact the California Highway Patrol.*

## PRINT ON DEMAND SERVICES

see: [Printing and Publishing Services](#)

## PRINTING AND PUBLISHING SERVICES

The Office of State Publishing (OSP) provides a wide range of innovative printing services, which include but are not limited to the following services:

### **Fulfillment Services**

Maintains, reviews, develops, publishes and disseminates administrative publications including the State Administrative Manual (SAM); revisions to SAM and Management Memos; and the California Regulatory Notice Register.

SAM Binders	\$28.00 each	\$28.00 each
Annual SAM Revision Subscription, including Management Memo	\$120.00 per year	\$120.00 per year
Complete SAM	\$241.00 per copy	\$241.00 per copy
California Regulatory Notice Register (Subscription)	\$440.00 per subscription	\$440.00 per subscription
California Regulatory Notice Register (Single Issues - Regular)	\$10.00 each	\$10.00 each
California Regulatory Notice Register (Rulemaking Calendar Issue)	\$60.00 each	\$60.00 each
California Regulatory Notice Register (Annual Index)	\$20.00 each	\$20.00 each

Fulfillment Services is responsible for the Peace Officer Standards and Training (POST) products and services. For information or to order the training workbooks and accompanying videos, please call 1-800-962-4916.

*For additional information regarding APS subscription, contact the Office of State Publishing at (916) 445-5391 (CALNET 485-5391).*

### **Advertising in State Publications**

State agencies can reduce their printing costs by incorporating paid advertisements in state publications when printed through the Office of State Publishing (OSP).

*To find out how OSP can save you money and what the Advertising Program Guidelines are, contact the Office of State Publishing at (916) 323-5098 (CALNET 473-5098). or 327-5867 (CALNET 467-5867).*

### **Business Cards**

Full color, single color and custom cards available through electronic and traditional ordering. See samples of the full color business cards on the internet at [www.dgs.ca.gov/osp](http://www.dgs.ca.gov/osp) Contact the Office of State Publishing at (916) 322-2629 (CALNET 492-2629).

Black onto full color preprinted shells	\$33.00 per box (400)	\$33.00 per box (400)
Single color	\$26.00 per box (400)	\$26.00 per box (400)
Custom cards	Varies	Varies
<b>Business Forms and Stationery</b> Continuous feed, snap-outs, roll to roll and electronic forms. Letterheads, memorandums and envelopes.	Estimates and consultation available upon request.	Estimates and consultation available upon request.
<b>CD-ROMs</b> For multimedia presentations, applications, and publishing documents on/converting to CD. Includes label and booklet design, CD pre-mastering.	Estimates and consultation available upon request.	Estimates and consultation available upon request.
see: <a href="#">Multi-Media Services</a>		
<b>Desktop Publishing Services</b> Graphic design, typesetting, proofreading, scanning, color correction, file transfers, color proofing, and electronic imposition. Contact the Office of State Publishing at (916) 445-5386 or 800-963-7860.	Estimates and consultation available upon request.	Estimates and consultation available upon request.
<i>For additional information, contact the Office of State Publishing at (916) 445-4386 or 800-963-7860</i>		
<b>Fulfillment Services</b> The Office of State Publishing can provide a full range of fulfillment services including printing, inventory, order taking, billing, pakaging and shipping.	Estimates and consultation available upon request.	Estimates and consultation available upon request.

*For additional information, contact the Office of State Publishing at (916) 445-5386 or 800-963-7860 or visit the OSP website at [www.dgs.ca.gov/osp](http://www.dgs.ca.gov/osp).*

### **Graphic Design Services**

Blending principles of visual communication and creative conceptualization with research, we develop the best graphic communication strategy to meet each customer's unique marketing needs.

Estimates and consultation available upon request.

Estimates and consultation available upon request.

*For additional information or to set up a consultation contact the Office of State Publishing at (916) 445-5386 or 800-963-7860.*

### **Mail Merge Services**

Documents can be produced that combine standard text with lists of unique information, including form letters, mailing labels, and addressed envelopes.

\$138.00 per hour

\$138.00 per hour

*For additional information, contact the Office of State Publishing at (916) 445-5386 800-963-7860 or visit the OSP website at [www.dgs.ca.gov/osp](http://www.dgs.ca.gov/osp).*

### **On-line Publishing Services**

Full service multi-media publishing on the Internet, CD ROM and disk. Contact the Office of State Publishing at (916) 445-5386 or 800-963-7860

Estimates and consultation available upon request.

Estimates and consultation available upon request.

### **Print on Demand Services**

Digital processing, printing and finishing services. Contact the Office of State Publishing at (916) 445-5386 or 800-963-7860

Estimates and consultation available upon request.

Estimates and consultation available upon request.

### **Printing Procurement**

Full service purchasing for printed materials. Contact the Office of State Publishing at (916) 445-5386 or 800-963-7860

Estimates and consultation available upon request.

Estimates and consultation available upon request.

### **Printing Publications**

Brochures, newsletters, bulletins, catalogs, instructional manuals, magazines and others. Contact the Office of State Publishing at (916) 445-5386 or 800-963-7860

Estimates and consultation available upon request.

Estimates and consultation available upon request.

**Printing & Publishing Education Workshops**

As published

As published

Customer workshops are offered to help assure efficient preparation and processing of publishing projects.

Classes include Mailpiece Design, Preparing Your Files for Desktop Publishing, Paper Basics, Advertising in State Publications, Forms Management, Forms Analysis and Design, and Introduction to Electronic Forms.

*For additional information, contact the Office of State Publishing at (916) 322-5098 (CALNET 473-5098) or visit the OSP website at [www.dgs.ca.gov/osp](http://www.dgs.ca.gov/osp).*

**Web Services**

For the Internet and Intranet.

see: [Internet Services](#)

*For additional information, contact the Office of State Publishing at (916) 445-5386 800-963-7860 or visit the OSP website at [www.dgs.ca.gov/osp](http://www.dgs.ca.gov/osp).*

**PRINTING PROCUREMENT**

see: [Printing and Publishing Services](#)

**PROCUREMENT AND PROCUREMENT PROCEDURES**

see: [Purchasing](#)

**PROFESSIONAL SERVICES**

Design Services\* (TT CODE 2820):

**Architecture and Engineering Project Management - Basic Services**

\$99.00 per hour

\$104.00 per hour

Development of program budget plans, schematic plans, preliminary plans, working drawings, specifications, cost estimates for Capital Outlay Construction Projects and A&E Services during construction; other design services, i.e. construction, feasibility studies and pre-architectural programming.



<b>Architectural Graphic Services</b> Architectural/engineering models; architectural and site signage; architectural photography; renderings; exhibit design.	Various - Estimates and consultation available upon request.	Various - Estimates and consultation available upon request.
<b>Architectural Design</b> Development of plans, elevations, sections, and other graphics as needed, as well as outlining specifications describing the type of construction, occupancy, building materials, and special features required to meet the facility program requirements of the client.	\$99.00 per hour	\$104.00 per hour
<b>Civil Engineering</b> Site development work including site grading; road, parking, and yard paving; drainage systems; water supply, treatment, and conveyance facilities; waste water collection, treatment, and disposal facilities; studies and reports.	\$99.00 per hour	\$104.00 per hour
<b>Cost Engineering</b> Preparation of construction cost estimates for various phases of project development. Value engineering analysis. Life cycle cost analysis. Verification and review of estimates prepared by other agencies and private consultants.	\$99.00 per hour	\$104.00 per hour
<b>Electrical Engineering</b> Special studies and reports; preparation of plans and specifications for power distribution systems, substations, illuminations, communication systems, fire/life safety systems, electric power generation, computer power, security surveillance systems; field investigation and surveys	\$99.00 per hour	\$104.00 per hour
<b>Landscape Architecture</b> Provide site surveys, program and cost information, design consultation and plan checking services to enhance aesthetic and functional aspects and minimize maintenance problems of site development; develop budget level, design development, construction documents and construction support services.	\$99.00 per hour	\$104.00 per hour

<b>Mechanical Engineering</b> Preparation of special studies, plans and specifications for heating, ventilation, air conditioning, refrigeration, plumbing, chiller and steam generating plants and mechanical distribution systems; computer calculations and data analysis.	\$99.00 per hour	\$104.00 per hour
<b>Plan Review</b> A review of construction documents for conformance to Title 24, including schematic design and preliminary plans, critique constructibility, ADA, energy compliance, along with good design practices.	\$99.00 per hour	\$104.00 per hour
<b>Space Planning (TT CODE 2810)</b> Space Planning: layout, design, preparation of specifications and drawings, and building review as necessary for initial arrangements of new premises, expansion and/or alterations of existing space, and build-to-suit projects.	\$83.00 per hour	\$87.00 per hour
<b>Space Programming (TT CODE 2810)</b> Determine program and service space needs; physical and functional relationships; cost and time estimates for construction.	\$83.00 per hour	\$87.00 per hour
<b>Structural Engineering</b> Preparation of structural calculations and drawings for new state buildings. Provide structural studies and reports on existing buildings where structural problems may arise or where upgrading is anticipated.	\$99.00 per hour	\$104.00 per hour
<b>Toxic and Hazardous Waste Management Programs</b> Asbestos abatement, underground storage tank and PCB-contaminated equipment surveys; remedial plans and specifications; remedial construction work; inspection and certification. Maintains a data base of all state-owned facilities with asbestos.	\$99.00 per hour	\$104.00 per hour

**Seismic Retrofit**

Provide structural evaluations of buildings including recommendations for retrofit solutions, manage the retrofit process from design through construction, maintain a database on the structural status of all state owned buildings.

\$99.00 per hour

\$104.00 per hour

**Vault Services**

Provides storage of building design and construction plans. Services include records management, storage, duplication and maintenance.

Cost available upon request.

Cost available upon request.

*\*Included in cost estimates is a Small Business and Disabled Veteran Business Enterprise Services surcharge of .16% in 2001-2002 and 2002-2003 on the dollar value of construction and private architectural and engineering contract awards.*

**Construction Services\*:****Construction Supervision**

Provision of on-site inspection, contract administration, and/or construction management services through the direct assignment of a Construction Supervisor or Inspector to each project during construction period.

\$87.00 per hour

\$91.00 per hour

**Direct Construction**

Direct accomplishment of construction work as follows: Emergency work necessary to prevent damage to state property or to correct unsafe conditions endangering life or property; construction work necessary to complete project on timely basis; work for which no bids are received or excessive bids prevent awarding contract; construction work necessary to complete defaulted contract; construction work unsuitable for bidding due to undefined scope or working conditions, or interference with vital state operations, or otherwise in the best interest of the state.

Prevailing wage plus administrative cost.

Prevailing wage plus administrative cost.

*\*Included in cost estimates is an Small Business and Disabled Veteran Business Enterprise Services surcharge of .16% in 2001-2002 and 2002-2003 on the dollar value of construction and private architectural and engineering contract awards.*

### **Environmental Planning Services (TT CODE 2799)**

Provides assistance to all departments, boards, and commissions in conducting environmental planning, special studies (preliminary site assessments, site suitability, etc.), and the preparation of environmental documents required by the California Environmental Quality Act and National Environmental Policy Act. Provides both experienced staff in the preparation of environmental documents and the availability of professional consultant services for larger and/or complex projects. Environmental planning consultants are maintained under master and retainer contracts to provide a broad range of planning services. Also offers project management assistance in obtaining permits for various state and federal environmental protection laws, such as the California Endangered Species Act.

Estimates  
available upon  
request.

Estimates  
available upon  
request.

### **Real Estate Services (TT CODE 2910):**

#### **Leasing Services**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                               |                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|-------------------------------|
| <p>1. Site survey and search, solicitation, evaluation of available properties, preparation of bid packages, conduct of competitive bidding, lease negotiation and preparation for office, warehouse, laboratory space, lease-purchase, and ongoing lease management.*</p> <p><i>* If there are substantial changes in program scope which require extensive replanning and/or leasing effort, the project in hand will be canceled and billed at the hourly rate for actual time spent.</i></p> | <p>1.60% of monthly rent.</p> | <p>1.62% of monthly rent.</p> |
| <p>2. Build to suit facilities: Hourly leasing services as outlined in 1. above, obtaining assignable options, and zoning coordination.</p>                                                                                                                                                                                                                                                                                                                                                      | <p>\$95.00 per hour</p>       | <p>\$100.00 per hour</p>      |

3. Hourly leasing services, which include client document review, land lease, parking, telecommunication sites and special studies.	\$95.00 per hour	\$100.00 per hour
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4. Modular Buildings and Mobile Units leasing services: Hourly leasing services as outlined in 1. above will apply if the state lease provides an equity position or option to purchase at anytime during the lease term.	\$95.00 per hour	\$100.00 per hour
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<b>Real Estate Services</b> Complete services available for site selection, appraisal, appraisal review, acquisition, condemnation, relocation assistance, property management, and sale and leasing of some surplus properties.	\$95.00 per hour	\$100.00 per hour
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<b>Statewide Property Inventory (SPI) (TT CODE 2910):</b> An inventory of all state proprietary land holdings and DGS managed leases is maintained and available for reference. The highway operating right of way and airspace for the Department of Transportation is exempt from being included in the SPI. Agencies are accessed an annual per record surcharge for maintenance of the inventory system.	\$1.50 per record Ad hoc and standard reports available upon request w/o charge. Fee may be required if request involves a large amount of research.	\$1.50 per record Ad hoc and standard reports available upon request w/o charge. Fee may be required if request involves a large amount of research.
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**Other Services:**  
Special Studies, existing facilities studies and evaluation, architectural programming (infra-structure, State Fire Marshal and ADA compliance), site suitability reports, soil investigations and contract administration. Word processing, project analysis, contract management, and document retrieval.

*For additional information, contact the Customer Account Mgmt. Branch in the Real Estate Services Div. at (916) 376-1800 (CALNET 480-1800).*

## PROJECT MANAGEMENT (TT CODE 2310)

Provides project management services for various types of construction projects. It provides consulting services for scheduling and estimating the cost of construction of capital outlay projects and manages the preparation of budget packages for capital outlay projects. It also provides management services for plan preparation (architectural services) and construction management. Details of these services are listed below:

**Capital Project Delivery:**

PMB provides consultation on the various methods of Capital Project Delivery. Includes such items as the capital outlay process, design-build process, bond financing, joint powers authorities projects, and federal-state funded projects.

Estimates  
available upon  
request.

Estimates  
available upon  
request.

**Claims Management:**

PMB provides consultation on the methods to avoid costly claims on construction contracts. PMB is also available to consult on the resolution of claims.

Estimates  
available upon  
request.

Estimates  
available upon  
request.

**Contracting Services:**

PMB provides services related to the process for contracting for professional services, service agreements, memorandum of understandings, interagency agreements, and construction contracts.

Estimates  
available upon  
request.

Estimates  
available upon  
request.

**Cost Estimating:**

PMB provides cost estimating services for facilities plans, environmental planning assessments, design and construction of new construction and renovations for buildings and infrastructure projects, cash flow projections, review of consultant or contractor-prepared cost estimates. All levels of cost estimates are available, including conceptual estimate, schematic design estimate, design development, construction document estimate, change order estimate and claims analysis.

Estimates  
available upon  
request.

Estimates  
available upon  
request.

**Parking - Development and Feasibility Studies:**

Consulting services available for development and/or altering parking facilities and for projecting future parking needs. Studies relating to alternative transportation methods are also available.

Estimates  
available upon  
request.

Estimates  
available upon  
request.

**Project Scheduling:**

The PMB provides computerized scheduling services for planning, design and construction of capital projects. Schedules include bar chart schedules, critical path method (CPM) schedules, resource allocation schedules and cash flow reports.

Estimates  
available upon  
request.

Estimates  
available upon  
request.

**Remodeling:**

The PMB provides consultation on the planning, financing, phasing, scheduling, design and construction of major remodeling projects.

Estimates  
available upon  
request.

Estimates  
available upon  
request.

*For additional information, contact the Customer Account Management Branch in the Real Estate Services Division at (916) 376-1800 (CALNET 480-1800).*

## PROJECT SCHEDULING

see:

[Project Management Professional Services](#)

## PROPERTY ACQUISITION

see: [Professional Services](#)

## PROPERTY INVENTORY

see: [Professional Services](#)

## PROPERTY REUTILIZATION SERVICES (TT CODE 6220, 6221)

Ensures maximum utilization of surplus personal property and equipment. Services include buying, selling, trading, renting, and emergency loan of equipment. Surplus federal and state property is available. Public sales are held for the disposal of state property only.

*For additional information, contact the Procurement Division in Sacramento (916) 928-4630 or in the Fullerton area (714) 449-5900 (CALNET 666-5900).*

## PUBLICATIONS SALES (TT CODE 6210)

For listing of titles and prices, see the Publications Catalog available from the Procurement Division, Publications Unit, (916) 928-5812.

## PUBLICATIONS - TELEPHONE DIRECTORY

see: [Telecommunications Division](#)

## PURCHASING

<p><b>Purchase Order Issuance</b> (TT CODE 6040) Includes purchase estimate processing, bid preparation and evaluation, product testing, product standards and specifications development, quality control review and product inspection, and materials expediting, including vendor performance follow up. For information contact Procurement Division at (916) 375-4465 (CALNET 480-4465).</p>	<p>2.71% of value of order, maximum of \$7,500.*</p>	<p>2.2% of value of order.*</p>
<p><b>Small Purchase Credit Card (CAL-Card)</b> (TT CODE 6116) Credit card vehicle for customers to make numerous routines, small purchases while avoiding costs for hard copy processing and late payment fees. For information contact Procurement Division at (916) 375-4581 (CALNET 480-4581).</p>	<p>No fee to customer</p>	<p>No fee to customer</p>
<p><b>Emergency Authorization to Exceed Monetary Subpurchase Order Limit (Form 42) (TT CODE 6040)</b> Reviewing and processing of associated documents. For information contact Procurement Division at (916) 375-4465.</p>	<p>1.21% of value of order, maximum of \$7,500.*</p>	<p>2.2% of value of order.*</p>
<p><b>Contracts (TT CODE 6040)</b> Issuance of contracts for use by state agencies in obtaining materials directly from the contract vendor. Includes bid preparation and evaluation, product testing, product standards and specifications development, quality control review and product inspection, and materials expediting including vendor performance follow up. Based on participation of state agencies in the various contracts. For information contact Procurement Division at (916) 375-4441.</p>	<p>2.71% of value of order, maximum of \$7,500.*</p>	<p>2.2% of value of order.*</p>



**Information Technology (IT) and Telecommunications Purchase Orders and Contracts for Equipment, Software or Services (TT CODE 6040)**

Encompasses the planning and acquisition of IT and telecommunications goods and services. IT and telecommunications procurement includes preparation and evaluation of solicitations, contract negotiations, benchmark/equipment demonstrations, and consultation at all levels of the procurement process. Transactions unusually complex in nature will be billed at a separate rate. For information contact Procurement Division at (916) 375-4485.

4.11% of value of order, maximum of \$35,000.\*

2.2% of value of order.\*

**Delegated Procurements Including Purchases Under State Price Schedule (TT CODE 6040)**

Charge for management and audit of delegated procurements made directly by agencies. Delegated procurements include purchases of IT and telecommunications equipment and software. For information contact Procurement Division at (916) 375-4349.

1.21% of value of order.\*

2.2% of value of order.\*

**Master Purchase/Rental/Service Agreement (TT CODE 6040)**

Issuance of master agreements for use by state agencies in acquiring equipment or services. Includes Master Rental Agreements of IT Terminals, Master Purchase Agreements, and Master Service Agreements for IT and telecommunications goods and services. For information contact Procurement Division at (916) 375-4441

1.21% of value of order.\*

2.2% of value of order.\*

**California Multiple Award Schedule (CMAS) (TT CODE 6040)**

Agreements with manufacturers and suppliers to provide products and services off GSA schedules. For additional information, contact the Procurement Division at (916) 375-4392.

1.21% of value of order.\*

2.2% of value of order.\*

**IT and Telecommunications Contract Review (TT CODE 6040)**

\$90.00 per contract.

\$88.00 per contract.

Review and approval of Standard Form 2's and Interagency Agreements initiated by state agencies. For information contact Procurement Division at (916) 375-4485.

**Financing Procurement (TT CODE 6040)**

Low interest, lease/purchase financing option for major acquisitions.

This service is provided by the fee assessed on the contract.

This service is provided by the fee assessed on the contract.

For additional information on loan, contact the GS \$Mart within the Procurement Division at (916) 375-4617.

**IT Hourly Rate (TT CODE 6040)**

\$74.50 per hour

\$88.00 per hour

For additional information, contact the Procurement Division at (916) 375-4485.

*\*These rates also fund Small Business and Disabled Veterans Business Enterprise services.*

*This fee is waived when the CMAS supplier is a small business.*

**PURCHASING - RECYCLED PRODUCTS**

The Procurement Division provides information regarding specifications and sources of supply for purchases of products made all or in part from recycled materials. For additional information, contact the Procurement Division at (916) 375-4481.

**PURCHASING - SUPPLIER BASE MANAGEMENT (TT CODE 6040)**

Supplier performance evaluation and report cards. For supplier information contract Procurement Division Supplier Base Management Hotline (916) 375-4458.

This service is provided by the fee assessed on the contract.

This service is provided by the fee assessed on the contract.

**PURCHASING - TRANSPORTATION MANAGEMENT (TT CODE 6213)**

General freight bill and personal property moving bill audit, master moving contract services. For additional information, contact the Procurement Division at (916) 928-5841

1.9% of value of bill audited.

1.9% of value of bill audited.

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## SERVICES

2001-2002

2002-2003

## RADIO ENGINEERING AND MAINTENANCE

see: [Telecommunications Division](#)

## REAL ESTATE SERVICES

see: [Professional Services](#)

## REGULATION SERVICES\*

## Access Compliance:

Review construction plans and specifications for all state funded buildings and facilities. Review is required prior to entering into a construction contract and is necessary to assure compliance with state accessibility requirements for persons with disabilities.

.02% of first \$500,000 of construction value plus 0.01% of next \$1.5 million plus 0.01% of amount over \$2.0 million.  
(Minimum Fee \$200.00)

.02% of first \$500,000 of construction value plus 0.01% of next \$1.5 million plus 0.01% of amount over \$2.0 million.  
(Minimum Fee \$200.00)

Review construction plans and specifications for public schools, community colleges, and universities that are funded by any California city, county, or special district. Review is necessary to assure compliance with state accessibility requirements for persons with disabilities.

.02% of first \$500,000 of construction value plus 0.01% of next \$1.5 million plus 0.01% of amount over \$2.0 million.  
(Minimum Fee \$200.00)

.02% of first \$500,000 of construction value plus 0.01% of next \$1.5 million plus 0.01% of amount over \$2.0 million.  
(Minimum Fee \$200.00)

Provide plan review and code analysis consulting services as required by local agencies and design professionals.

Estimates available upon request.

Estimates available upon request.

Publish training manuals and provide accessibility seminars.

Estimates available upon request.

Estimates available upon request.

**Fire & Life Safety:**

Review plans and specifications for the construction of public schools and universities and state owned/occupied essential services buildings for compliance with the California State Fire Marshal's building standards (authority: California Health and Safety Code). Compliance analysis includes the application of national standards for fire related appliances, systems, and equipment. Review also includes analysis for non-building fire protection measures related to site access, on-site fire emergency roads, fire hydrants, and water fire flow systems. Authority extends to all accessory buildings and structures owned or occupied by the school district.

Fees for these services are included in the Structural Safety rate structure.

Fees for these services are included in the Structural Safety rate structure.

**Historical Building Safety Review: (TT CODE 2800)**

Review plans and specifications for all state historical buildings to assure compliance with State Historical Building Code.

Estimates available upon request.

Estimates available upon request.

*For additional information contact the Division of the State Architect at (916) 445-8100 (CALNET) 454-5800.)*

**Structural Safety:**

Review plans and specifications and inspect school building construction to assure structural safety as defined in the "Field Act".

0.7% of the first \$1.0 million in construction value or \$7,000 PLUS .5% of the construction value exceeding \$1.0 million.  
(Minimum Fee \$250.00)

0.7% of the first \$1.0 million in construction value or \$7,000 PLUS .5% of the construction value exceeding \$1.0 million.  
(Minimum Fee \$250.00)

Review plans and specifications and inspect essential services building construction to assure structural safety as defined in the "Essential Services Building Act". This fee includes a charge for Access Compliance review services.

1.5% of the first \$1.0 million in construction value or \$15,000 plus 1.25% of construction value exceeding \$1.0 million.  
(Minimum Fee \$250.00)

1.5% of the first \$1.0 million in construction value or \$15,000 plus 1.25% of construction value exceeding \$1.0 million.  
(Minimum Fee \$250.00)

Examine and report on the structural safety of such buildings, including previously constructed California public school buildings.

\$98.00 per hour

\$98.00 per hour

*\*Included in cost estimates is a Small Business and Disabled Veteran Business Enterprise Services surcharge of .16% in 2001-2002 and 2002-2003 on the dollar value of construction and private architectural and engineering contract awards.*

*For additional information contact the Division of the State Architect at (916) 445-8100 (CALNET 454-5800).*

## RECORDS MANAGEMENT SERVICES

see: [Information and Records Management Services](#)

## REMODELING

see: [Project Management](#)

## RENT

Rent for all multiple-tenant General Services' Buildings:

Office Space

\$1.87/month per sq. ft.

\$1.92/month per sq. ft.

Storage Area

\$0.47/month per sq. ft.

\$0.48/month per sq. ft.

The following buildings have individual rates:

Attorney General - 1300 J Street, Sacramento

\$1.83/month per sq. ft.

\$2.07/month per sq. ft.

Riverside Tower - 3737 Main Street, Riverside	\$2.35/month per sq. ft.	\$2.53/month per sq. ft.
San Francisco Civic Center - 544 Golden Gate Avenue, S.F. 350 McAllister Street, S.F.	\$3.34/month per sq. ft.	\$3.44/month per sq. ft.
Elihu Harris - 1515 Clay Street, Oakland	\$2.86/month per sq. ft.	\$3.04/month per sq. ft.
Junipero Serra - 320 West 4th Street, Los Angeles	\$1.88/month per sq. ft.	\$2.06/month per sq. ft.
San Diego Mission Valley - 7575 Metropolitan Drive, San Diego	\$1.58/month per sq. ft.	To Be Determined

*For additional information, contact the Customer Account Management Branch within the Real Estate Services Division at (916) 376-1800 (CALNET 480-1800).*

see: [Building & Property Management](#)

## RISK AND INSURANCE MANAGEMENT

### **Defensive Driver Training (TT CODE 5720)**

The Defensive Driver Training Program is designed as a catalyst to stimulate drivers to think in terms of managing their risks in order to avoid or reduce the severity of accidents. **(Rates apply to non-state agencies only.)**

Courses offered include:

Defensive Driver Classroom Training	\$23.00 per student	\$23.00 per student
Van Driver Classroom Training	Available upon request.	Available upon request.
Behind-the-Wheel Training	Available upon request.	Available upon request.
One-on-One Behind-the-Wheel Training	Available upon request.	Available upon request.

*For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5311 (CALNET 480-5311).*

### **First Aid-CPR Training (TT CODE 5750)**

The First Aid-CPR Training Program provides courses featuring instructor-supervised, hands-on practice of the essential and secondary skills of patient care to respond to medical emergencies. Courses offered include:

Medic First Aid/One Rescuer Adult/CPR	\$60.00 per student	\$60.00 per student
CPR Recertification	\$30.00 per student	\$30.00 per student

*For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5309 (Calnet 480-5309).*

### **Hazardous Contract Review - (TT CODE 5710)**

In addition to reviewing hazardous contracts to ensure that insurance certificates meet contract language, the Office of Risk and Insurance Management can assist agencies by recommending appropriate insurance language for contracts prior to the contract being let.

\$50.00 per contract	\$50.00 per contract
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*For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5313 (Calnet 480-5313).*

### **Insurance Procurement (TT CODE 5710)**

Commercial insurance is purchased to protect state property or to protect from tort liability required by specific statute or contractual agreement. Included in purchasing is policy administration for term of the policy; administration of claims presented under the policy; and loss and accident prevention advice which will improve the risk.

10.0% of premium	10.0% of premium
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*For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5313 (CALNET 480-5313).*

### **Motor Vehicle Liability (TT CODE 5799)**

Insured agencies will be charged a variable rate based on past actual accident and loss experience.

Varies	Varies
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*For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5313 (CALNET 480-5313).*

**Risk Management and Insurance Consulting (TT CODE 5710)**

\$99.00 per hour

\$99.00 per hour

Risk management and insurance consulting projects may be contracted for through interagency agreement for extraordinary policy administration or for special services on risk, insurance and employee benefit problems.

*For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5313 (CALNET 480-5313).*

**State Safety Training (TT CODE 5730)**

\$1,000 per student

\$1,000 per student

The State Safety Training Program is a three week training course for departmental safety officers. It is a comprehensive program designed to assist the departmental safety officers in developing a firm technical background in safety.

*For additional information, contact the Office of Risk and Insurance Management, at (916) 376-5285 (CALNET 480-5285).*

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## SERVICES

2001-2002

2002-2003

## SCHOOL CONSTRUCTION INSPECTION

see: [Regulation Services](#)

## SHIPPING AND RECEIVING

see: [Mail Services](#)

## SITE ANALYSIS

see: [Asset Planning & Enhancement](#)

## SMALL BUSINESS CERTIFICATION AND RESOURCES (TT CODE 2830)

The Procurement Division provides stimulus and business information services to further participation in state contracting. A surcharge is placed on construction contracts and private architectural and engineering contracts awarded by the Real Estate Services Division (RESA). Fees for goods and services purchased are already included in the Procurement Division rates.

0.16% of dollar value.

0.16% of dollar value.

*For additional information, contact Procurement Division at the number listed after each service.*

The following are services provided:

### **Business Utilization Plan**

Certifies businesses to commit to sub-contracting three percent of their annual California business purchases and sub-contracts to the DVBE program.

*For additional information, call (916)375-4596 (CALNET 480-4596).*

### **Small Business Certification**

Certifies businesses eligible for the five percent small business preference. *For additional information, call (916)375-4940 (CALNET 480-4940) or visit our website at [www.dgs.ca.gov/osbcr](http://www.dgs.ca.gov/osbcr).*

### **Disabled Veteran Business Enterprise (DVBE) Certification**

Certifies businesses eligible for the DVBE three percent contract participation goal. *For additional information, call (916)375-4940 (CALNET 480-4940) or visit our website at [www.dgs.ca.gov/osbcr](http://www.dgs.ca.gov/osbcr).*

### **Small and Disabled Veteran Business Enterprise (S/DVBE) Participation Programs**

Serves as a resource agency for information, training and consultation regarding state SB/DVBE contracting programs. *For additional information, call (916) 375-4596 (CALNET 480-4596).*

### **Target Area Contract Preference Act (TACPA)**

Serves as the TACPA certifying and resource agency. The TACPA stimulates state contracting opportunities in designated distressed areas. *For additional information, call (916)375-4601 (CALNET 480-4601).*

### **Enterprise Zone Act (EZA)**

Serves as the EZA certifying and resource agency. The EZA stimulates state contracting opportunities in designated enterprise zones. *For additional information, call (916)375-4601 (CALNET 480-4601).*

### **Local Agency Military Base Recovery Area Act (LAMBRA)**

Serves as the LAMBRA certifying and resource agency. The LAMBRA stimulates state contracting opportunities in designated recovery areas. *For additional information, call (916)375-4601 (CALNET 480-4601).*

### **Prompt Payment**

Offers a prompt payment rubber stamp to certify Small Businesses and non-profit organizations which alerts state agency accounting offices to pay invoices on a priority basis. *For additional information, call (916)375-4351 (CALNET 480-4351).*

### **Training Services - State Agency, Training**

A three-day course is offered to provide training on the state contracting programs at not cost. *For additional information, call (916)375-4329.*

## **SOUND SYSTEMS AND EQUIPMENT**

see: [Telecommunications Division](#)

## **SPACE PLANNING**

see: [Professional Services](#)

## **SPECIFICATIONS**

Architecture - see [Professional Services](#)

Communication - see [Telecommunications Division](#)

Procurement - see [Purchasing](#)

Space Management - see [Professional Services](#)

## **STATE ADMINISTRATIVE MANUAL (SAM)**

see: [Printing and Publishing Services](#)

## **STATE EDUCATION ENHANCEMENT PROGRAM (SEEP)**

see: [Learning Institute](#)

## **STATIONERY**

see: [Printing and Publishing Services: Business Forms and Stationery](#)

## **STORAGE**

see:  
[Information and Records Management Services](#)  
[Warehouse Services](#)

## **STRUCTURAL ENGINEERING**

see: [Professional Services](#)

## **SUPPLIES - MATERIALS MANAGEMENT (TT CODE 6210)**

Just-In-Time single source purchasing for general supplies, janitorial commodities, canned goods and standardized state forms.

*For additional information regarding supplies and catalog, contact the Procurement Division, Office Supply/Customer Catalog Hotline (916) 928-5810.*

*For additional information regarding consultation and/or material management services, contact the Procurement Division, Material Management Business Solutions (916) 928-5807.*

## SURPLUS PROPERTY

see:

[Automobile Sales](#)

[Property Reutilization Services](#)

[Professional Services](#)

## SURPLUS PROPERTY FEDERAL (TT CODE 6220, 6221)

Surplus Property Federal is available through Procurement Division, Surplus Hardware Program. All tax supported agencies and nonprofit, tax exempt, educational, public health, license approved or accredited organizations may purchase donated Federal Surplus Property.

*For additional information, contact the Procurement Division, Surplus Property in Sacramento at (916) 928-4630 or in the Fullerton area at (714) 449-5900 (CALNET 666-5900).*

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## SERVICES

2001-2002

2002-2003

## TARGET AREA CONTRACT PREFERENCE ACT

see: [Small Business Certification and Resources](#)

## TELECOMMUNICATIONS DIVISION

## Public Safety Radio Services

**Radio Engineering (TT CODE 5550)**

\$93.00 per hour

\$93.00 per hour

Radio engineering associated with a new and existing Public Safety and Public Service communication system includes system planning and design, site and coverage surveys, FCC licensing and frequency coordination, technical specification preparation, equipment evaluation and testing, installation, and modification engineering. Travel time associated with engineering work is charged at the hourly rate.

*For additional information, contact the Telecommunications Division at (916) 657-9405 (CALNET 437-9405).*

**Radio Maintenance (TT CODE 5550)*****Equipment Installation and Modification:***

\$88.00 per hour

\$88.00 per hour

Equipment installation, modification, and relocation. Travel time is charged at the hourly rate. Parts are additional.

***Mobile Radio Equipment Installation/Removal (Flat Rate):***

Estimates  
available upon  
request.

Estimates  
available upon  
request.

Installation/removal of mobile radios, scanning receivers, outside speakers, electronic sirens with or without lightbars, mobile vehicular chargers, and amplifiers. Travel time is charged at the hourly rate.

***Radio Repair and Maintenance (Unit Rate):***

Estimates  
available upon  
request.

Estimates  
available upon  
request.

Breakdown repair, preventive maintenance. FCC check, parts and travel included. Rates are based on equipment usage, type and age.

**Emergency Repair (Hourly Rate):**

\$88.00 per hour

\$88.00 per hour

Technician call-back for emergency repairs after normal working hours, weekends and holidays. Travel time is additional. (Minimum four hours charged per Department of Personnel Administration Rule 599.708).

*For additional information, contact the Telecommunications Division at (916) 657-9418 (CALNET 437-9418).*

**Network Services****CALNET (TT CODE 5450)**

Services are provided under Master Contract CNT-001.

Equipment such as single-line and multi-line telephones, electronic business sets and key systems are also provided as an option to agencies under Master Contract CNT-001.

*For specific service and rate information refer to the CALNET contract on the DGS-TD web site at [www.telecom.ca.gov](http://www.telecom.ca.gov).*

**Telecommunications Consulting (TT CODE 5450)**

Services are provided under DGS-TD Contract DGS 6023-A.

*For additional information, contact the Telecommunications Division at (916) 657-9251 (CALNET 437-9251).*

**Payphone Services (TT CODE 5450)**

Services are provided in California under the following contracts:

\*GTE territory - T78-1260

\*All other territories - T76-1261

*For additional information, contact the Telecommunications Division at (916) 657-9974 (CALNET 437-9974).*

**State Telephone Directory (TT CODE 5440)**

State Telephone Directories may be bulk ordered prior to publication at a reduced rate by contacting the State Telephone Directory Coordinator, (916) 657-9661 (CALNET 437-9661). Counter and mail order sales may be purchased through the Documents & Publications Unit, Procurement Division, (916) 574-2200 (CALNET 481-2200).

**System Design and Specifications (TT CODE 5440)**

\$93.00 per hour

\$93.00 per hour

Encompasses the system review, design, development of technical specifications, technical bid reviews, equipment evaluations, and installation coordination.

**System Engineering and Consulting (TT CODE 5440)**

\$93.00 per hour

\$93.00 per hour

Telephone and data system engineering and consulting services are provided for more complex projects. Some specific consulting fields are; building wiring, telephone system design, data network design, and other areas upon request.

*For additional information, contact the Telecommunications Division at (916) 657-9227 (CALNET 437-9227).*

**TRACTORS - REPAIR SERVICE**

Local Inspectors of Automotive Equipment are available for consultation. Contact the Office of Fleet Administration (916) 327-2083 (CALNET 467-2083).

**TRAINING, COMPUTER**

see: [Learning Institute](#)

**TRAINING, CONTRCTS**

see: [Contracts and other Documents](#)

**TRAINING VIA CABLE, SATELLITE**

see: [Learning Institute](#)



## TREE MAINTENANCE

see: [Building & Property Management](#)

## TYPEWRITER REPAIR

see: [Office Machine Repair Service](#)

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## SERVICES

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## UPGRADES, COMPUTER

see: [Office Machine Repair Service](#)

## VAULT SERVICES

see: [Professional Services](#)

## WAREHOUSE - BUILDING PROGRAM

see:  
[Asset Planning & Enhancement](#)  
[Project Management](#)

## WAREHOUSE PLANNING

see: [Professional Services](#)

## WAREHOUSE SERVICES (TT CODE 6212)

Transit Storage: Low cost, temporary storage of new or used office furniture, equipment items and bulk commodities. Rate includes receiving, storage and local delivery (Sacramento only).	\$0.11 per cu. ft. per month (\$5.00 Minimum).	\$0.11 per cu. ft. per month (\$5.00 Minimum).
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*For storage information, contact Procurement Division in Sacramento (916) 928-5839 or in Fullerton (714) 449-5937 (CALNET 666-5937).*

## WINDOW CLEANING

see: [Building & Property Management](#)

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